

**Seymour-Oxford Nursery & Child Care Association, Inc.**  
**Job Description: Executive Director**

**Position Title:** Executive Director

**Position Status:** Full Time – 40 hours per week, 52 weeks/year

**Reports To:** Board of Directors

**Summary Statement:**

The Executive Director is responsible for overseeing all management functions of the organization to ensure that SONCCA Centers maintain the highest quality standards of operation. The Executive Director develops and administers the agency's capabilities to provide before and after school child care in accordance with State and Federal statutes and regulations and the philosophies and policies outlined in the organizational by-laws. The Executive Director reports to the Board of Directors.

**Duties & Responsibilities:**

- The Executive Director develops and administers the total childcare program and carries responsibility for its operation acting as liaison between the Board of Directors and the Staff.
- Supports, facilitates, and improves the childcare program within the policies established by state and local regulation.
- Recruits, employs, supervises, evaluates, and when necessary, dismisses professional staff in consultation with the Board of Directors.
- Coordinates an annual orientation training program for all employees to ensure adherence to organizational policy and procedures and to provide training to prepare staff to effectively carry out their roles and responsibilities.
- Establishes and maintains a working relationship between the program and the appropriate organizations, groups, and individuals at the local, state, and federal levels.
- Prepares the budget in conjunction with the Treasurer and Finance Committee, expends funds within the approved budget, and provides adequate accountability for the expenditure of funds.
- Approves all purchasing of supplies and equipment and consults with the Board of Directors on capital expenditures.
- Submits regular reports to the State Department of Public Health Child Day Care Licensing Unit, as required.
- Establishes relationships and works cooperatively with training centers, colleges, agencies, and community organizations to coordinate and provide training for all staff members.
- Develops goals and objectives, both short term (1/2 - 1 year) and long term (2, 5, 10 years) for the organization. The long term goals and objectives are to be developed in concert with the Long-Range Planning Committee.
- Attends local community, state or regional meetings, workshops, or conferences as necessary or assigned by the Board of Directors.
- Works cooperatively with all staff to insure integration of program components.
- Attends all regular Board of Directors meetings, prepares and submits regular reports of program activities, accomplishments, and other information as required by the Board of Directors.
- Continually maintains aggressive public relations with the parents and community to ensure high visibility of SONCCA within the community.
- Keeps abreast of all childcare related findings, legislation, new trends, innovative pilot programs, and child care related periodicals for the purpose of sharing with the total staff.

- Participates with the Board of Directors in fund raising efforts, including identifying potential funding sources and preparing proposals for submission.
- Performs other related duties as required by the Board of Directors.

**Requirements:**

- Possess a bachelor's degree or master's degree in Child Care Administration, Early Childhood Education or a closely related field.
- Possess three to five years experience as an administrator in an organization of comparable scope.
- Possess knowledge and experience in the fields of management and finance.
- Has general knowledge of the principles, practices, and guidelines of local, state, and federal regulations pertaining to child care.
- Has knowledge of and contact with social services in the Seymour and Oxford area
- Will attend and participate in professional development training to accrue necessary CEU's as required by State Licensing Requirements.

Send resumes to: SONCCA  
Attention Human Resources  
256 Bank Street  
Seymour, CT 06483